Excel 2364 – Assignment 1 /200

The files needed for the assignment are provided on the Learning Hub (Contents….Assignments).

These are not the Textbook (Chapter) Files.

No marks are given if the wrong files are used.

The number in parentheses represents marks available.

ASSIGNMENTS

Use these instructions for ALL your assignments. PLEASE ASK IF YOU NEED CLARIFICATION.

Submit the complete assignment to the **assignment** drop box in the Learning Hub www.learn.bcit.ca

Prior to submitting:

- All submitted assignments must be in good presentation order. Treat your work as if you are presenting to a current or potential employer or client. Marks will be deducted from the overall assignments for submissions not in a presentable format.
- Presentation format means it is suitable for distribution to an audience both on-screen and in print form. Use print preview to show what your assignment will look like. Each previewed page must not have any text, tables or charts cut off or orphaned. Orphan rows and columns must be fixed prior to submission. (5)
- Number/dates must all be **formatted** (be consistent) (example: 10000 is not formatted) (5)
- All worksheets must be left in **Normal view**. (5)
- Ensure all worksheets are placed in the order of the exercises and are labelled accordingly. (5)
- No additional sheets or files included. (5)
- Assignments are due as per the date in the drop box in the Learning Hub and on the course outline. (**10% subtracted if late**)
- All assignments must be completed individually.
- Late submissions must be agreed upon at least **48 hours prior to the due date**.
- Email of assignments will not be accepted. No exceptions. Only assignments submitted to the correct Learning Hub drop box will be marked. No printing is required.
- Check the course outline for % associated with your assignments.
- Additional exercises from the textbook or instructor may be added to assignments as required for the needs of the class. Additional work will be announced at the end of each session. Please ensure you are present to note additional work assignments.

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Assignment 1A

1. Download Medical.xlsx from the Learning Hub and save the workbook as **Assignment 1_LastNameFirstName.xlsx** (5)
2. Rename the Sheet 1 worksheet as **Assignment 1A**. (2)
3. Change the tab colour to **Blue**. *(Hint: is this a standard colour?)* (5)
4. Select and delete row 10 (this is a duplicate: Vision) (2)
5. Change the column heading in A3 to "Ordered Date" (2)
6. **Format** the dates to yyyy-mmm-dd *(Hint: don't forget to review the formula page to ensure these remain as dates – is A4 the serial number 45352; the result example 2024-Mar-01?)* (5)
7. **Insert** a new column A (2)
8. Change the **column widths** to 20. *(Hint: Don't forget to check these at the end to ensure they are all still 20) (5)*
9. In A1 type **Medical Expenses** and in A2 type **For March 2024;** merge and center over the range A1:J1 and A2:J2, respectively. *(Hint: rows need to be done individually)* (5)
10. Using the Styles group, update Row 1 to **Heading 1** and Row 2 to **Heading 2.** (5)
11. Do a spell check and correct all errors *(Hint: is everything consistent and does spell check find all errors – check the column headings?)* (2)
12. In A3 type **Order Number** (2)
13. In A4 type **2024-0001** and use AutoFill to complete A5:A11 (5)
14. Horizontally and vertically centre and bold the column headings in row 3 (5)
15. Change the background fill colour for row 3 to Blue, Accent 1, Lighter 60%. (5)
16. In the column F, **calculate** the Adjusted Bill amount by subtracting the Amount Not Covered from the Amount Billed. (5)
17. Replace the label **Copay** with **Paid by Insurance, clear** the contents in H4:H11 and then delete columns G & J (5)
18. In A13 type **% Pd by Insurance;** in A14 type 80%; Right align both cells (4)
19. Using A14 and the amounts in column F, create a formula to calculate the amount paid by insurance in column G *(do not use real numbers – i.e. 80%); ensure proper use of cell referencing (absolute, relative, mixed) (5)*
20. In column H **calculate** the Amount Owed (referring to columns F & G) (5)
    a. Did any green triangles appear? If yes, review and either correct or remove (whichever is appropriate.)
21. Middle align A4:H11 (aka all of the populated cells) (2)
22. Centre A4:B11 (2)
23. Change all of the number to Accounting Format with two decimals. (2)
24. Hide rows 13 & 14 (2)
25. In A12 type TOTALS (2)
26. Use the Cell Styles Totals format for A12:H12 (5)
27. Use AutoSum for D12:H12 (4)
28. **Change the Page Layout** to Landscape, Scale to Fit on One Page; center horizontally on the page (5)
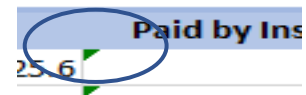
29. **Copy** the worksheet and move it to the right of the Assignment 1A worksheet and **rename** the new worksheet **Formulas** (2)
30. Change the **Formulas** worksheet into formula mode (make sure it saves this way – if it doesn't, please do a screen print and place it in the same worksheet) (5)
31. **Copy** the **Assignment 1A** worksheet and move it to the right of the **Formulas** worksheet and **rename** the new worksheet **Footer** (2)
32. **Add** a footer on the **Footer** worksheet using the Header & Footer elements (do not type in) (6)
    a. **Left:** File Name
    b. **Centre:** Page number (type "Page" and then add the footer element for the page number)
    c. **Right:** Current Date (this is dynamic/changing)

==How does this look? Are you proud enough of this to hand to your boss for a raise?==

==Go back to the instructions on the first page to make sure your work has met the criteria.==

Assignment 1B (5)

Add a <u>new worksheet</u> in the <u>same workbook</u> after the Footer worksheet and rename it **Assignment 1B**. Create a 12 X multiplication table as below. Create a formula in **B2 only** using the correct cell referencing (relative, absolute, or mixed cell referencing). Do not use real numbers.

If it is done correctly, you can use AutoFill to complete the remainder of the rows and columns with the correct results.

Do you have the correct answers?

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		1	2	3	4	5	6	7	8	9	10	11	12	
2	1													
3	2													
4	3													
5	4													
6	5													
7	6													
8	7													
9	8													
10	9													
11	10													
12	11													
13	12													

==How does this look? Are you proud enough of this to hand to your boss for a raise?==

==Keep saving! Use spell check!==

Assignment 1C

1. Open the Furniture Sales workbook and move the Sales worksheet into the Assignment 1 workbook after the Assignment 1B worksheet and rename it **Assignment 1C.**
2. In C3, insert a function to display **today's date** *(note: this is dynamic – changing)* (5)
3. Starting in D11, use a vlookup to display the item name based on the information in B24:D29 *(hint: use the correct cell referencing)*; copy down to complete the remaining appropriate cells in that column (note: instructions to copy down to complete the remaining cells will not be given every time but will need to be done); *(Are the results correct?)* (5)
4. Starting in F11, use a vlookup (similar to #3) to display the prices. Use the fill handle to complete the remaining cells. (5)
5. Apply the **Currency Format** with two decimals to F11:F19 (2)
6. Add a column between the Price (column F) and Total Due (column G) columns (2)
7. Insert **Delivery Cost** in G10 (2)
8. Starting in G11, use an IF function to display $75 of Yes is required (see column E); if no delivery the fee displayed will be 0; *(Hint: do not use real words – i.e. Yes or No) in your formula (5)*
9. Starting in H11, create a formula to calculate the Total Due (5)
10. Starting in J11, use the PMT function to calculate the monthly payment using the information in the Inputs area (5)
11. Change the interest rate in M12 to 3%; did the amounts in column J update? (5)
12. In I24:I28, insert functions to calculate the Statistics as noted in H24:H28 (10)

==How does this look? Are you proud enough of this to hand to your boss for a raise?==

Upload the <u>one</u> completed file to the Learning Hub Assignment 1 drop box.

No other files (i.e. docs, jpg, png) will be reviewed/marked.

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